

ER-6-5170/A

~~CONFIDENTIAL~~

JAN 18 1955

*McK*  
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MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Personnel Statistical Reports

REFERENCE : Your Memorandum of 12 January 1955, in re:  
Subject above

1. I have given careful thought to your proposal that your office discontinue the practice of supplying me each month with photostatic copies of three of the four condensed personnel strength summaries, and I should like to say that each of these documents is presently serving a useful purpose in my own office.

2. As you know, I am frequently called upon by the Director for immediate and often detailed spot information on personnel ceilings and their status in each of the Agency components. While much of this information is available in the Monthly Personnel Statistical Review, it is not as readily accessible in that form. Also, during the present period when the Agency and its strength is under close scrutiny from the outside, I feel that these reports are potentially indispensable.

3. I realize that the report entitled: "Pay and Casual Status of Agency Civilians" undoubtedly takes longer to prepare than the other three. I would have no objection to receiving this each month as a separate issuance, to be delivered after those reports dealing with the problem of personnel ceilings, if this procedure would make it easier for your Plans and Analysis Staff to adjust their workload accordingly.

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L. K. WHITE  
Deputy Director  
(Administration)

*[Signature]*  
cc: Chief, Management Staff

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